



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

PUBLIC WORKS ENGINEER PUBLIC WORKS DEPARTMENT

POSTING DATE: January 29, 2015

RATE OF PAY: \$30.4496/hr

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: March 10, 2015 (deadline extended)

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 21

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the professional and administrative engineering work involved in the development and implementation of various projects for the City of Burlington.

Essential Job Functions:

- Assists all departments and commissions in developing plans for construction and/ or improvements to roads, structures and facilities. This includes identifying needs, obtaining professional services, preparing contract documents and assisting in obtaining permits.
- Monitors the engineering and technical performance of the contractor to ensure success of the projects.
- Maintains financial records for projects and makes recommendations for payments to contractors.
- Utilizes the services of consulting engineering and architects through the competitive bid selection process.
- Represents the City at various public forums and meetings.
- Manages and advances infrastructure projects and programs.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Civil Engineering required.
- Minimum of five (5) years of experience including civil engineering and project and/or program management.
- Ability to establish and maintain good relations with his/her co-workers.
- Ability to receive constructive criticism and react appropriately.
- Demonstrated knowledge of engineering methods, design standards materials and project management.
- Ability to read, analyze and modify specifications and plan sets to ensure work complies with all contract specifications.
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedule on track.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.